

## **Guidelines for Public Comments**

Public comments provided to the National Toxicology Program (NTP) become public record; thus, information that is private, confidential, copyrighted, or proprietary should not be included, other than contact information to enable NTP to contact a commenter if necessary. By voluntarily providing comments to NTP, the commenter is consenting to the use and consideration of these comments by NTP staff, members of NTP peer review or other advisory panels or groups, staff at other federal agencies, and anyone in the public.

For written public comments, personal information will be redacted, such as: birthdates; citizenship status; personal e-mail addresses; personal phone numbers; names of minors, dependent adults, and private third party individuals; photographs or videos of individuals, or photographs or videos depicting sensitive personal information; educational, employment, and medical records; social security numbers; street addresses; and other sensitive personal records. In addition, foul, obscene, threatening, violent, derogatory or hate language, photographs, or videos will be redacted. Please refrain from including such material in submissions. Written statements prepared in conjunction with oral public comments will also be redacted according to the above guidelines.

With regard to oral public comments made at NTP public meetings, any information that is shared by the commenter during the public comment session, including the commenter's name and affiliation, will become a part of the public record. Due to the public nature of NTP public comments, including the posting of materials related to public meetings on government websites, and the need to protect the privacy of minors, only individuals age 18 and above will be permitted to provide public comments to NTP.

Public comments redacted per the above guidelines will be made available to the public on the NTP website. In addition, public comments or information pertaining to public comments may also be included or referenced in other public records, such as meeting minutes, that are made available to the public on the NTP website.